



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 138-21

Title: 944 Building Maintenance Worker

Number of Vacancies: 1

Work Location:

100 Camp Drive, Sea Girt, NJ, 08750

Posting Period: From Open Till Filled

Salary: \$15.00/hour

Workweek: Mon-Fri 7:30am to 3:00pm

Program: National Guard Training Center

Scope of Eligibility: Applicants will be accepted from all New Jersey Department of Military and Veterans Affairs employees & Outside Applicants who meet the requirements listed below. Selection will be made from among the best qualified.

Job Description: Under direction of a supervisory official for the Department of Military and Veterans Affairs, may be assigned to work with mechanics, carpenters, electricians, painters, plumbers, and steam fitters in the trades as a helper; cleans and maintains offices, furniture, building, and grounds, and makes minor repairs; schedules and monitors the work progress and work quality control of subordinate housekeeping staff/maintenance staff; Empty trash from various buildings. Washes and cleans windows. Sweeps, strips, waxes, and polishes floors; Vacuums rugs. May assist in making minor repairs to buildings or equipment. Assist with maintaining grounds by cutting grass and trimming. Does other related duties as required.

Civil Service Commission Requirements

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.